

REFERENCE FEE SCHEDULE

The following fee schedule takes into consideration both the time of researching a given request, the cost of photocopying materials, and postage and handling. Due to budget constraints and staff reductions, fees have been deemed necessary to continue providing valuable reference services. The State Archives reserves the right to not perform research for certain requests that cannot be completed in a reasonable amount of time.

Unless otherwise notified, a minimum \$15 research fee is applied to all research requests. If a research item or topic is not listed, the researcher may need to visit the archives in person or hire a local researcher-for-hire. **ALL ORDERS MUST BE PREPAID by check, money order or credit card.** **Please mail check or money orders to PO Box 30737, Lansing, MI 48909; you may call (517) 373-1414 to give credit card information. Orders can be taken by phone Monday through Friday, 10:00am – 4:00pm except state holidays.**

General Record Search: \$15.00 – for any search not listed on this schedule.
Certifications: \$10.00 – first page; \$1.00 per each additional page
Naturalization Record: \$15.00 – per each name per request (one county only)

Military Record:

Civil War: \$15.00 – per each name per request
Spanish American: \$15.00 – per each name per request
World War I: \$15.00 – per each name per request
Veterans Home: \$15.00 – per each name per request

Corrections Record: \$15.00 – per each name per request

Probate Records: \$40.00 – per name

Annual Reports: \$15.00 – 1 year of a report
\$25.00 – 2 to 5 years of reports
\$35.00 – 6 to 10 years of reports
\$45.00 – 11 to 25 years of reports
\$40.00 – For every 10 years over 25 years
(Added to the \$45.00 fee)

Supreme Court: \$50.00 – per case file

Appeals Court: \$50.00 – per case file

Circuit Court: \$40.00 – per case file

Survey Notes: \$15.00 – Up to 3 sections including GLO plat map
\$30.00 – 1 township per request including GLO plat map

Legislative History: \$30.00 – per bill

Photographs: \$15.00 – will search and photocopy up to 5 images

Maps: \$30.00 – will search for up to 3 maps
(Does not include reproduction fees)